



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
ENVIRONMENTAL INFORMATION

JUL 19 2005

Mr. Howard P. Lowell  
Acting Director  
Modern Records Program  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740-6001

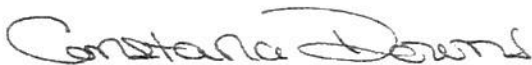
Dear Mr. Lowell,

Thank you for your letter of June 21, 2005, regarding the alleged case of unauthorized destruction of records at the Environmental Protection Agency (EPA). The allegation was made in a letter received by NARA on June 11, 2005, from Catherine Fox, an EPA employee, alleging the unauthorized disposal of 64 boxes of personnel-related records by the EPA Region 4. The records consisted of vacancy announcements, recruitment, training, and retirement records from the years 1999 to 2004.

NARA, in accordance with 44 USC 2905, is obligated to investigate any time there is an allegation of unauthorized destruction of Federal records. Accordingly, you requested we look into this matter to determine whether there was an unauthorized destruction which took place.

EPA's Region 4 Records Management Program has completed the fact findings relative to this allegation and found no illegal or unauthorized destruction of Personnel records. The records at issue consisted of Vacancy Announcement and Recruitment files (GRS 1, Item 32), Retirement files (GRS 1, Item 39); Training files, (GRS 1, Item 29(a)); Grievance, Disciplinary, and Adverse Action files (EPA Records Schedule 564/GRS Item 30(a) & (b)); Flexi-place Program Participants Files; and extra copies of Union Agreement (Regional Directive R4 2160.1). They were destroyed after the appropriate retention periods had passed and in accordance with the relevant record schedules. We do note, however, that the description of the records and associated dates on the destruction form were abbreviated. This fact may have contributed to the allegations of illegal or unauthorized destruction of records. The Region 4 Records Management staff will continue to emphasize the importance of good and accurate records management, including the records destruction form, to ensure we remain consistent with our regional policy and procedures.

Sincerely,



Constance Downs  
Acting Agency Records Officer  
Environmental Protection Agency  
1200 Pennsylvania Ave., NW (MC 2822T)  
Washington, DC 20460

202 - 566 - 1640